C O N F I D E N T I A L

18 March 1969

MEMORANDUM FOR: Information Processing Coordinator, DD/S

SUBJECT : GSA Magnetic Tape Survey

REFERENCE : Your memos of 4 and 11 February 1969 re
subject

1. The only extant tape library, as such, in the DD/S&T is
in OCS; GSA Form 7025 (attached) reflects the characteristics of
this library. There are magnetic tapes in ORD, OEL, FMSAC and
OSP but I suggest that they do not constitute "libraries" and that
the 10,000+ tapes in OCS ought to more than satisfy our reporting
obligation to GSA.

2. Re GSA Form 7036:

a) Customers/users are not required to furnish the
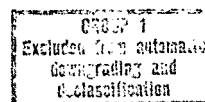information called for in blocks 5., 6. and 7.A.

b) If most permanently saved tapes in the library are
considered to be a file, or part of a file, it would be extremely
difficult to complete this report. Even if most of the data were
readily available, completion of the report would be difficult
since Chief/Ops estimates that he has over 1000 files (A machine
listing of the IBM tapes alone is two linear inches thick).

c) I do not believe that, for in-house management purposes,
we need anything like the detail requested in this form (nor do I
know why NARS would want it). If you would like to see a copy,
I can show you a listing of all tapes in the library.

3. Further on Form 7025:

Section I, Item 7 - The form asks for the number of programs
stored on tape, not "per tape"; all of the programs used in OCS

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are stored on tape--some are also stored on discs. But we have no mechanism for counting the <u>number</u> of programs so stored. Since we allow open shop programming, do small <u>ad hoc</u> jobs and have both active and inactive programs, a proper answer to this item could only come from polling all programmers.

<u>Section I, Item 12</u> - We did not tabulate this information although it can be obtained with some effort. Indications are that there are over 100 tapes in the inventory which were created at least five years ago. These include such projects as the NIS Gazetteer, ⬚ and others, perhaps   25X1
started by an analyst who has moved on, leaving a data file for which we have difficulty obtaining discard authorization. With greater space criticality in the Library, the tapes will probably move to Records Center unless discarding authorization can be obtained. In any event, the old tapes should be tested periodically for readability and continued interest.

<u>Section I, Item 13</u> - Your memo asks a number of questions about possible difficulties in processing old tapes. We do not have any experience indicating that there are significant problems in such processing.

<u>Section I, Item 14</u> - You ask about general documentation policy. The Library does not maintain such data; application programmers are responsible for documentation which includes format description, content, processing procedures and retention requirements for tape files. Obviously, hardware changes can force conversion of old tape files. Storage and/or destruction of basic permanent records are the responsibility of the user organization.

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CHARLES A. BRIGGS
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Science and Technology

Attach: a/s